

Alternative Means of Conducting Town Business

We understand that not having access to Town Hall can pose a problem for residents who have time-sensitive problems to address or who wish to conduct business with the various Town Departments. We hope the list below will help you identify ways you can conduct your normal business without having to come into Town Hall.

We have installed a secure drop box outside the main doors of Town Hall where bills and other forms can be left during the day. This will be checked hourly and processed accordingly. You can also submit forms electronically to forms@tyngsboroughma.gov and we will direct it to the right department. Please be sure to provide your contact information and the department you are submitting the form to in your email.

We have put together this list of ways you can continue to conduct business with the various town departments without coming into Town Hall. If you need further guidance, the staff in the Town Administrator's Office would be happy to put you in touch with the right department. You can reach us by dialing **978-649-2300 x100**.

Town Clerk's Office- 978-649-2300 x129

Most functions of the Town Clerk's Office can be done online or by phone. Visit www.tyngsboroughma.gov/departments/town-clerk/ for online applications & downloadable forms.

If you are looking to apply for a marriage license, you should contact the Town Clerk's Office directly to arrange this transaction. This is the one transaction that must be done in person. Dial 978-649-2300 x129 now to learn more.

To request a copy of your birth certificate, download the appropriate form under "Birth & Death Certificates" and complete the form. You can mail that form and the \$5.00 fee to 25 Bryants Lane, Tyngsborough MA 01879 ATTN: Town Clerk or email the completed form to forms@tyngsboroughma.gov. You will be required to mail the \$5.00 prior to receiving the certificate. You may also use the drop box located outside the main doors to the Town Hall/Library to leave both the form and the fee. The certificate will then be mailed to your address.

To apply for a business certificate, or to license a dog, download and complete the application. The application can be dropped off using the drop box, mailed to the Town Clerk's Office, or emailed to forms@tyngsboroughma.gov. The fee must be collected prior to issuing the license.

For fishing or hunting licensing, please contact Mass Wildlife by dialing 508-389-6300 or emailing mass.wildlife@mass.gov.

To register to vote, or to check your voter registration status, visit the Secretary of State's website at <https://www.sec.state.ma.us/> or call the Town Clerk's office Directly.

For information relating to the Open Meeting Law, Public Records Requests, or Meeting Minutes, please contact the Board of Selectmen's Office at 978-649-2300 x155.

Tax Collector's Office- 978-649-2300 x128

All functions of the Tax Collector's Office can be done online or by phone. You can call the Tax Collector's office at the phone number above for help understanding your bill, to address difficulty paying online, or to get bill information. All tax bills can be paid online by visiting www.tyngsboroughma.gov and selecting "Pay Fees" at the far right of the menu bar.

You can also mail your tax bill and payment to 25 Bryants Lane, Tyngsborough MA 01879 ATTN: Tax or utilize the new drop box located by the main doors of Town Hall.

Assessor's Office- 978-649-2300 x121

Many functions of the Assessor's Office can be done online. By visiting www.tyngsboroughma.gov/departments/assessors/ you will be able to download the following applications:

- Low or Moderate Income CPA Exemption
- Senior Statutory Exemption
- Senior Property Tax Deferral
- Blind Statutory Exemption
- Motor Vehicle Excise Tax Abatement
- Veteran Statutory Exemption
- Tax Abatement Form 128

Also available on that page is more information about the applications listed above. Applications can be downloaded, completed, and scanned back to forms@tyngsboroughma.gov. Be sure to include your contact information should we need to get in touch with you. You can also mail to 25 Bryants Lane, Tyngsborough MA 01879 ATTN: Assessor or use the new drop box installed by the main doors of Town Hall.

Building Department- 978-649-2300 x112

In Tyngsborough, all building permit applications are completed online by visiting <https://tyngsboroughma.viewpointcloud.com>. Here you can apply for a new permit, review regulations, find contact information for the various employees in this department. You can also email building@tyngsboroughma.gov to learn more about a permit, check the status of a permit, or if you have general building department questions.

Board of Health- 978-649-2300 x118

While many of the functions of the Board of Health can be done without ever stepping foot into the office, you should call the Board of Health's office directly to confirm the services you need. By doing so, they will be able to walk you through purchasing bulk stickers for trash, addressing other trash-related problems, and much more. The Board of Health has a comprehensive website that provides a wealth of information on the various aspects of their services. Check it out by visiting www.tyngsboroughma.gov/inspectional-services/health/. You can also email all inquiries to boardofhealth@tyngsboroughma.gov

Didn't find what you were looking for? No problem, just call 978-649-2300 x100 and we will make sure you get where you need to go.